

**Thematic Seminars and Workshops for School Managers (2024/25)**  
**(Commissioned by Education Bureau)**  
**For serving or potential school supervisors and school managers**

**Thematic Seminars and Workshops Objectives**

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The thematic seminars are designed to timely introduce school supervisors and managers important issues affecting school operations from a legal perspective and prepare them for effectively assuming their advisory and monitoring responsibilities in Incorporated Management Committees (IMCs). The workshops serve as a taster of mediation skills for participants to apply mediation skills in the IMCs' business. The thematic seminars and workshops are specifically for IMCs, but some contents are also suitable for School Management Committees (SMC) Chairpersons and Members of Government Schools. Enrolling in the thematic seminars and workshops is eligible to meet the Education Bureau's Soft Training Target for school supervisors and school managers.

**Medium of Instruction**

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Cantonese will be the major medium of instruction, supplemented by English. The training materials will be in Chinese (supplemented by English, if applicable).

**Brief Descriptions of Thematic Seminars and Workshops**

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There are two thematic seminars and two identical mediation workshops in the 2024/25 school year; all are scheduled for weekday afternoons. Participants are welcome to register for any thematic seminar(s) and/or any ONE of the workshops that suit(s) their needs and availability.

***Thematic Seminar 1: Understanding the Operation of IMCs Under the Laws Related to National Security***

This thematic seminar introduces the laws related to national security, including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, the Safeguarding National Security Ordinance, the National Flag and National Emblem Ordinance and the National Anthem Ordinance and their implications to the operation of IMCs. The speakers will explain the factors that IMCs have to consider in upholding national security and complying with the above laws in schools. With sufficient understanding of the above laws, school supervisors and managers can effectively assume the responsibility of implementing national security education in schools.

**Speakers: Mr CHAN Hiu Fung Nick and Pr CHAN Yee Wah**

***Thematic Seminar 2: School Crisis Management and Media Handling***

This thematic seminar explains the legal elements that schools have to consider in a crisis, including reporting to the police, dealing with the media and the school's potential legal liabilities, with due consideration of the Personal Data (Privacy) Ordinance, and EDB's "Zero Tolerance" policy on school bullying. Using cases from local schools, the speakers will discuss the feasible approaches to manage different crises; and share practical guidance on responding to unfounded media reports and giving media interviews.

**Speakers: Mr CHOW Wai Hung Enzo and Pr CHOY Sai Hung**

### Workshop on Mediation Skills - Settling Disputes with School Staff (2 identical sessions)

The workshops are designed to serve as a taster experience of mediation skills for school supervisors and managers, inspiring them to apply the skills in resolving school conflicts and disputes at an early stage to prevent the situation from deteriorating. By applying mediation skills, participants can improve their communication, analytical and problem-solving skills, thereby strengthening IMCs' ability to deliberate and make decisions. The workshop speaker will first introduce the basic elements and skills of mediation, then the participants will have role-play in hypothetical cases, and apply these skills in resolving disputes with school staff. The role-plays are conducted in groups and under the supervision of accredited mediators. The capacity of each workshop is 60; if the number of applicants exceeds the capacity, the places will be allocated proportionally based on the number of applicants from each category of school managers.

Speakers and facilitators: Workshop 1 - Mr CHOW Wai Hung Enzo, Pr NG Yau Keung Benjamin and 10 accredited mediators

Workshop 2 - Mr IU Ting Kwok, Pr NG Yau Keung Benjamin and 10 accredited mediators

### Timetable

	Date and Time	Speakers	Venue
Thematic Seminar 1: Understanding the Operation of IMCs Under the Laws Related to National Security	30 Oct 2024 (Wed) 2024 年 10 月 30 日 (星期三)  2:00 pm - 5:00 pm	Mr CHAN Hiu Fung Nick Pr CHAN Yee Wah	The Church of Christ in China Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
Thematic Seminar 2: School Crisis Management and Media Handling	15 Jan 2025 (Wed)  2:00 pm - 5:00 pm	Mr CHOW Wai Hung Enzo Pr CHOY Sai Hung	
Workshop 1: Settling Disputes with School Staff	10 March 2025 (Mon)  2:00 pm - 5:30 pm	Mr CHOW Wai Hung Enzo Pr NG Yau Keung Benjamin	
Workshop 2: (identical to Workshop 1) Settling Disputes with School Staff	9 May 2025 (Fri)  2:00 pm - 5:30 pm	Mr IU Ting Kwok Pr NG Yau Keung Benjamin	

### Attendance / Completion Certificates

An E-Certificate of Attendance at a thematic seminar/workshop will be sent to participants within two weeks after the session.

## Registration Procedures

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Supervisors could apply via the following ways:

- (1) Click this [link](#) to apply online
- (2) Scan the QR code and fill in an online application



To protect personal data, participants only need to provide limited information in the online registration form above. After receiving the online application, Education Convergence will send a full registration form by email. The school should complete and send it to our email ([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)). Participants should contact the relevant school's Executive Officer (EO) to complete the registration process.

- (3) Email [edconvergence02@gmail.com](mailto:edconvergence02@gmail.com) to request a full registration form. Complete and email it back.
- (4) Fill in the attached full registration form and email ([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)) to Education Convergence.
- (5) Fill in the attached full registration form and fax (number: 2111 9826) to Education Convergence.

Confirmation notices on the Thematic Seminars will be sent to the email addresses of the respective schools provided in the registration forms within one week of application. Confirmation notices on the Workshops will be sent to the email addresses of the respective schools provided in the registration forms within one week of the application deadline.

Programme details are also available at:

- Education Bureau School-based Management Information Online  
[Home Page > Training Courses for School Managers]:  
<https://sbm.edb.gov.hk/tc/training-courses-for-school-managers.html>

## Enquiry

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Education Convergence

Telephone      9775 3200  
Fax                2111 9826  
Email             [edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)

**校董專題講座及工作坊 (2024/25) (由教育局委託)**  
**適合在職或擬任校監及校董**

**申請須知：**請將填妥之表格電郵至 ([edconvergence02@gmail.com](mailto:edconvergence02@gmail.com)) 或傳真至 (傳真號碼：2111 9826) 教育評議會。確認通知書將於報名後一星期內發送至填寫於申請表格內之電郵地址。如有任何查詢，請致電教育評議會 (電話號碼：9775 3200)。

**收集個人資料聲明：**校董所提交之資料除了用作參加者紀錄，亦會交予教育局作校董培訓統計之用。根據個人資料(私隱)條例，參加者有權查閱及更改其個人資料，如有需要，可與本會職員聯絡。

**請在方格內加✓報讀心儀的專題講座及/或其中一場工作坊：**

**所有專題講座及工作坊均在中華基督教會協和小學 (長沙灣) 舉行。**

**本人欲參加下列之校董專題講座 (可參加多個講座)：**

校董專題講座	日期及時間	講者	選擇
講座 1: 認識法團校董會在國家安全相關法律下的運作情況	2024 年 10 月 30 日 (星期三) 下午 2:00 – 5:00	陳曉峰律師 陳綺華校長	<input type="checkbox"/> 1 截止報名日期 2024 年 10 月 19 日
講座 2: 學校危機管理及傳媒處理	2025 年 1 月 15 日 (星期三) 下午 2:00 – 5:00	周偉雄大律師 蔡世鴻校長	<input type="checkbox"/> 2 截止報名日期 2025 年 1 月 4 日

**本人欲參加下列之校董調解技巧工作坊 (只可參加一個工作坊)：**

調解技巧工作坊 (兩場相同)	日期及時間	講者	選擇
工作坊 1: 處理學校員工的糾紛 (名額 60 人)	2025 年 3 月 10 日 (星期一) 下午 2:00 – 5:30	周偉雄大律師 吳友強校長	<input type="checkbox"/> 1 截止報名日期 2025 年 2 月 21 日
工作坊 2: 處理學校員工的糾紛 (名額 60 人)	2025 年 5 月 9 日 (星期五) 下午 2:00 – 5:30	姚定國律師 吳友強校長	<input type="checkbox"/> 2 截止報名日期 2025 年 4 月 23 日

備註：主辦單位可視乎實際情況，取消專題講座或工作坊場次或更改專題講座或工作坊講者、日期、時間及地點。

中文姓名： \_\_\_\_\_ 稱謂\*：先生 女士

必須與身份證明文件相同，用以編印出席證明 (如適用)

英文姓氏： \_\_\_\_\_ 英文名字： \_\_\_\_\_

必須與身份證明文件相同，用以編印出席證明 (如適用)

學校聯絡電話號碼 (必須填寫)： \_\_\_\_\_

電郵地址 (必須填寫)： \_\_\_\_\_

學校名稱 (必須填寫)： \_\_\_\_\_

辦學團體名稱： \_\_\_\_\_

學校性質：小學 中學 特殊學校

學校類別 (必須填寫)：

資助／按位津貼／直接資助計劃學校

校董類別：辦學團體 校長 教員 家長 校友 獨立 擬任校董

其他：請註明 \_\_\_\_\_

校董註冊編號： \_\_\_\_\_

是否現任校監：是

否

是否新任校監：是

否

官立學校

校管會成員類別：主席 校長 家長成員 教員成員 校友成員 獨立成員

擬任成員

申請人／學校行政主任簽署： \_\_\_\_\_ 日期： \_\_\_\_\_

\*請選擇適用者